

IN THE MADISON COUNTY CIRCUIT COURT CLERK'S OFFICE

IN RE: APPLICATION TO DISCHARGE FINE AND COSTS BY COMMUNITY SERVICE

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I am asking the Court to allow me to discharge unpaid fine and costs by performing community service. I understand that community service work is unpaid work done for public and private non-profit agencies. To support this application, the following document is attached: Written verification letter from the community service agency where I intend to perform community service stating all the following criteria: (i) that such agency has approved me to perform community service work at such site, (ii) the specific type of work, (iii) that such agency is a public or private non-profit agency, (iv) that such agency agrees to provide written certification of the dates and number of hours of community service work performed, and (v) the address and contact info of such agency.

Apply to Case No. \_\_\_\_\_. If not specified, the Court will apply to oldest unpaid account. If you have more than one delinquent account, you may only apply to discharge the fine and costs in one delinquent case at a time.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Defendant

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This application is:

☐ Not approved for the following reason:

☐ Agency or work not approved by Court.

☐ Incomplete application. Verification letter from agency does not meet all the required criteria stated above.

☐ Other: \_\_\_\_\_

☐ Approved. Community service site approved. Earned credits shall be applied in the following manner.

1. Allowed a period of \_\_\_\_ months to discharge the fine and costs by earning credits for the performance of community service work. In the event all the fine and costs have not been discharged within \_\_\_\_ months, another application must be submitted for approval.
2. Credit earned at the rate of \$12.00 for each hour of community service performed.
3. The Clerk of this Court must receive written certification from the community service agency of the dates and number of hours of community service work performed. The agency may mail or fax written certification to: Madison County Circuit Court Clerk's Office, PO Box 220, 1 Main Street, Madison, VA 22727. Fax number is (540) 948-3759.
4. Upon receiving such written certification from the community service agency, the Clerk of Court shall credit the account accordingly. The credit shall only be applied to fines and costs and will not be credited to restitution. The amount owed for restitution shall be paid by the defendant, which shall be paid by cash or money order.

Date: \_\_\_\_\_, Judge

The Clerk shall forward a copy to the defendant.

\_\_\_\_\_ copy mailed to defendant